



# Washington State Department of Early Learning

## **“Kids’ Potential, Our Purpose.”**

### **10.1.2 Reasonable Accommodations for Employees with Disabilities Tip Sheet**

**When is it effective?** January 15, 2009

**What does it mean to me?**

As the assigned Licensor, you must know:

- DEL staff will review the reasonable accommodation written plan with the child care employer and employee if reasonable accommodations are requested for a person with a disability.
- In disability situations each case will be assessed on an individual basis to explore reasonable accommodation and modifications in the workplace.
- No individual with a disability shall be disqualified from employment or have a permanent action taken against them until reasonable accommodations are explored.
- Licensors will base decisions regarding reasonable accommodations on the ability of the employer and employee to provide for the health and safety of children in care.

**What is important to remember?**

- Licensing staff cannot offer legal advice to providers about hiring or terminating an individual with a disability
- DEL will comply with all Federal and State disability laws.

**Resources associated with the policy:**

- Office of Civil Rights, Memorandum of Understanding
- Resource List

**Training expectation:**

Supervisors are responsible for ensuring that licensing staff have read, understand and follow this policy and procedure.

**“Together, with  
parents and  
partners, we offer  
children world-  
class learning  
opportunities so  
they reach their  
full potential.”**

**If you have  
questions, please  
contact:**

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Remember to include  
the name of the policy  
in the subject line!